

**SECRET**

4 DEC 1963

Executive Registry
63-8954

*Action Memo*

**MEMORANDUM FOR: Assistant Director, OCR**

**VIA : Deputy Director/Intelligence**

**SUBJECT : The Establishment of a Centralized Record of  
All Inter-agency Meetings at Which Agency  
Personnel are Requested**

1. Attached are copies of all the responses to Action Memorandum 303 which requested that each Agency component provide data on inter-agency meetings attended by officers from their components. I'm requesting that your office develop the information attached so that we will have a centralized record of all inter-agency meetings. We should then be able to retrieve any details on these meetings quickly under several categories, possibly under the headings in paragraph 2 of Action Memorandum 303.

2. I suggest that we break down the various inter-agency meetings at which we are represented into three categories roughly as follows:

a. Those meetings at which one Agency component has a very specialized and local interest with no other component concerned.

b. Those inter-agency meetings in which there is interest in more than one Agency component but where there are no substantive policy matters discussed and the components are adequately represented under present arrangements.

c. Those inter-agency meetings which have importance for one or more of the Directorates and where the subjects discussed at the meetings concern matters of policy and are consequently of interest to the Director, the Deputy Director and the Executive Director.

3. I would like you to provide for the Office of the Director by 16 December a listing of all inter-agency meetings attended by Agency representatives broken down by category per paragraph 2 with data sheets for the third (2c) category attached giving detailed information. This of course will be in addition to the full data you will keep in OCR.

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GROUP 1
Excluded from automatic
downgrading and

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4. Since the attached material is being passed on to you in raw form, there may be duplication (where the representatives of more than one Agency component attend a meeting) or omissions. There is inadequate data on some of the attached papers, and I expect you to fill in these gaps.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

cc: DD/P  
✓DD/ST  
DD/S

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